

CHATHAM UNIVERSITY

ON-CAMPUS PUBLICITY POLICY

GENERAL BULLETIN BOARD POLICY – *This does not apply to academic bulletin boards. Any flyers hung on these boards may be removed by the academic department.*

- Any flyer posted on campus must be approved & stamped by the Office of Student Affairs, located in Woodland Hall, 1st Floor.
- The maximum number of flyers to be turned in for distribution is 70.
- Approved flyers may be hung either by the Office of Student Affairs, or by the organization requesting approval.
- Program flyers may be hung a maximum of 2 weeks prior to the date of the program.
- Flyers must contain the program name & description, date, time, location, organization(s) sponsoring the event and contact information for asking questions.
- Flyers must be hung on bulletin boards only.
- No document of any kind may be attached to any wall, door, lamppost, tree, sidewalk, windows, bridge or other surface on campus. Document postings are a hazard for the visually impaired because when they are wet, they become slippery.
 - Special Note: flyers cannot be posted on old wooden doors or moldings! They will be removed immediately, as they damage the surface of the door. Only post on Bulletin Boards to avoid them being removed.
 - Locations where flyers will be hung – ADC, AFC, Art Gallery, Buhl, Carriage House, Health Services, Counseling Services, Laughlin Music Hall, Library, Mellon, Post Office, Eastside, Eden Hall Campus, Admissions, Chapel, Café Rachel (outside), Coolidge, Dilworth, Eddy Theatre, Falk and all Residence Halls and Apartments.

E-MAIL ANNOUNCEMENTS – “CHATHAM HAPPENINGS & GRADUATES GET INVOLVED”

Chatham Happenings and Graduates Get Involved is a way to announce your events via email to all students. Chatham Happenings is distributed every Thursday to all undergraduate students, faculty and staff. Graduates Get Involved is distributed every 3 weeks on Thursdays to all Graduate students and Graduate Academic Program Directors.

All activities will be announced via the ***Chatham Happenings***. This e-mail will be sent to all undergraduate students on a weekly basis. To advertise an event or activity, please do the following:

1. Prepare an announcement of your event to include date, time, location, event name, event description, and sponsor. Incomplete submissions will not be included. Please send one announcement per event.
2. Send the announcement to studentactivities@chatham.edu no later than 5PM on the Monday of the week you'd like the announcement to go out. If Monday is a holiday, you must send it the Friday before. *Please note – You must submit this to Student Activities. Chatham Happenings is not generated from myChatham so it is crucial that you submit your event to studentactivities@chatham.edu to ensure that it is included.*
3. Chatham Happenings will be distributed weekly to students (during fall and spring semesters) every Thursday.

To submit to *Graduates Get Involved*:

1. Prepare an announcement of your event to include date, time, location, event name, event description, and sponsor. Incomplete submissions will not be included. Please send one announcement per event.
2. Send the announcement to jdunphy@chatham.edu no later than 5PM on the Tuesday before you'd like the announcement to go out. Send by the following dates for the Fall: Sept. 29, Oct. 20, Nov. 10, Dec. 1
3. Graduates Get Involved will be distributed to every 3 weeks on Thursdays.

MyChatham (Today at Chatham email)

Departments/Offices who wish to submit items to myChatham will need to contact IT to gain the proper permission.

SIDEWALK CHALKING

Chalking is limited to recognized student organizations, Chatham departments, faculty and staff members, and registered students only. Only water-soluble chalk may be used. Chalking is permitted on the sidewalks of the Woodland Street Campus. The chalking of buildings, newsstands, signs, windows, doors and bus stops are prohibited. The chalking of vertical surfaces that are covered by an overhang is also prohibited.

Chalking areas may not be reserved, but must be documented on an Event Form by student organizations. On the form, the event(s) to be advertised must be described.

Persons and/or organizations violating this policy may be held responsible for labor to remove materials and for damage to surfaces. Violations may result in criminal penalties, loss of official University recognition, or other sanctions.

Content of chalking and postings is unrestricted unless the materials contain obscene, vulgar, or libelous materials. During the process of routine cleaning materials may be removed. Nothing should be posted which violates federal, state, or local laws or seeks unauthorized solicitation.